

**UPLAWMOOR PRIMARY SCHOOL**  
**PSA (Parents Staff Association)**

**Minutes**

Present: Diane Black (DB) (Chair), Caroline Long (CL), Mrs Fiona McKay (FMcK), Kate Saunders (KS), Alison Rodgers (AR) (minutes), Bessie McQuaker (BMcQ), Jill Kelly (JK)

Apologies: Pauline Walsh (PW), Sandra Grierson SG), Zoe Brook (ZB)

Items		Action
1. Previous minutes	Minutes from PSA meeting 15/08/14 read and accepted	All
2. Insurance	DB has checked and the insurance is up to date	
3. Meet the teacher	All agreed that no PSA involvement would be required at this event	
4. AGM	Date was agreed as 12 <sup>th</sup> Sept @ 2pm AGM in Muir Hall prior to setting up of the family ceilidh. DB to speak to previous PSA chairs Johan Carlaw and Marion Raeside regarding the protocol for AGMs. BMcQ suggested using e-mail to correspond with the wider parent group regarding the AGM	DB
5. School calendar	SG was unable to attend, it was agreed to carry this item forward to the next meeting	SG
6. Christmas cards	FMcK: the school with the support of Matt Harvey are going to start this project shortly. The children will be designing their cards, with the aim to have them on sale slightly earlier than last year	UPS (Uplawmoor primary school)
7. Christmas fayre	BMcQ suggested the children could use old Christmas cards to make a Christmas wreath to sell on the PSA stall, the children would be supported by PSA with one class using this as an enterprise idea. BMcQ to pass the on-line info to FMcK. FMcK to check if there is a holly shaped punch in school or organise the purchase of one. DB discussed the need to start booking stalls soon, some discussion was had around last years stalls, revisit this at next PSA meeting after the family ceilidh	BMcQ / FMcK / PSA
8. Christmas Kings Theatre event	Peter Pan, children leaving the school at 11.30am, Libby (school crossing attendant) to be asked	FMcK
9. Burns Trip	Agenda item to be carried forward to next PSA meeting	
10. Lighting	FMcK reported that the PE teachers were concerned about the risk of damage to the new hall lightening with ball sports. FMcK to ask OLM primary school what they use to protect their lighting, other suggestions were to move the lights or to surround the lighting with a protective cage, Matt Harvey who has been integral in this project had previously mentioned that he was not keen on this idea. DB to ask Matt to attend the next PSA meeting to discuss alternative solutions.	FMcK / DB
11. Family Ceilidh	<ul style="list-style-type: none"> <li>• Event: Friday 12<sup>th</sup> Sept 7 – 11pm, Muir Hall</li> <li>• Muir Hall capacity: 80 – 100 people (max 120)</li> <li>• Hall booked 7 – 11.30 pm to allow time for clearing up, 10.30pm start to clear up</li> <li>• DB to make up a rota for PSA to man the door between 6.45 – 8.15pm, names to be ticked off as people enter</li> <li>• Luck fiver – JK and CL to organise, to be run at the interval, FMcK to text all families attending ceilidh on the day of the ceilidh to remind them to bring a lucky fiver</li> <li>• Welcome speech – CL</li> </ul>	All PSA

	<ul style="list-style-type: none"> <li>• Sundries</li> </ul> <p>CK – tombola prizes, shortbread, tartan runners, hip bags for lucky fiver collection  KS – plastic cups  JK – crisps, sweets (haribo), tartan sash  DB – diluting juice, balloons (tartan colours)  Muir Hall – bowls, jugs for juice</p> <ul style="list-style-type: none"> <li>• SG to organise change</li> <li>• PSA to meet at 2pm Muir Hall to set up, Johan Carlaw to provide tartan bunting, tablecloths, Lynn King to be asked if she would provide floating thistle table decoration, café area to be decorated using uplighters from Muir Hall, stereo with IPoD music (Mrs Tait to organise), gala cinema curtain</li> <li>• Piper – CL to ask local piper if they would pipe at the start of the evenings festivities</li> <li>• Tombola to be run at the interval, 20p a go, all PSA to help out with this</li> <li>• Band – Matt Harvey</li> <li>• Johann Carlaw to be asked with regard to the main hall lighting</li> </ul>	
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